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MONTHLY TECHNICAL PROGRESS REPORT

for the period

October 19 - October 31, 2006

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Sheila Nematollahi-Rad, CO**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

One Penn Plaza – 25th Floor • New York, New York 10119

Table of Contents

I. TASK ACCOMPLISHMENTS	1
Task 1: Project Management	1
1.1 Manage the Contract.....	1
1.2 Closeout of the Contract.....	1
Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding.....	1
2.1 Organizing and Indexing	1
2.2 Document Pick-up, Processing, File Management, and Storage	2
2.3 Scanning	2
2.4 SCAP Support and WasteLAN Data Entry	2
2.5 Financial Documentation/Cost Recovery Packaging.....	3
2.6 Recycling and Shredding	3
Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production.....	3
3.1 Reference, Search, and Circulation Service.....	3
3.2 Freedom of Information Act (FOIA).....	3
3.3 Photocopy and Redaction Service	4
3.4 CD-ROM Service	4
3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters	4
Task 4: Administrative Records (ARs) and Special Collections Management.....	4
4.1 Administrative Records	4
4.2 Work-Performed Compilations.....	4
4.3 Electronic Media and Microfilm Management.....	5
Task 5: Manage the Day-to-Day Operations of the Superfund Records Center	5
Task 6: Training and Orientation.....	5
Task 7: Online Operations and Internet Support	5
Task 8: Attend Meetings and Teleconferences	6
II. DIFFICULTIES ENCOUNTERED.....	6
III. PERSONNEL ACTION	6
IV. SUMMARY OF TECHNICAL DIRECTION	6
V. STATISTICS	7
APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM OCTOBER 19 THROUGH OCTOBER 31, WITH SITE SPILL IDENTIFICATION NUMBER (SSID) AND OPERABLE UNIT (OU)	8

**EPA Contract No. EP-R9-06-03
Superfund Records Management Support, Region 9**

**Monthly Report
October 19-31, 2006**

**TOAM: Elaine Chan
PM: Patrick Gookin**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

No activity occurred in this reporting period.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 1,338 documents and edited 2,256 index records in the Superfund Document Management System 2 (SDMS2) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

CARSON RIVER MERCURY SITE
SAIPAN CAPACITORS

The site assessment Librarian IV received .1 lft. of new documents, and processed 2 new sites.

The site assessment Librarian IV performed quality assurance on 2 site files.

On October 20 and 30 staff met with EPA staff persons Jeff Inglis and Harrison Karr respectively to discuss the disposition of Hoopa Tribe and Cyprus Tohono Mine documents. As a result of the meetings, issues were resolved so that indexing could move forward.

The site assessment Librarian IV worked 6.5 hours on the Oil Facility Response Plans collection, adding new pages and processing newly received documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS2 database.

2.2 Document Pick-up, Processing, File Management, and Storage

2.8 lft. of documents were picked up from EPA regional offices. 3 Transfer of Records forms were processed.

3.2 lft. of documents were retrieved from the FRC.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

San Fernando Valley-North Hollywood OU (.5 lft.)
Frontier Fertilizer (.1 lft.)

The Contracts On-Site Storage report was updated on October 23 and 30.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the file collections on site and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning staff prepared, scanned, and quality assured 1,097 documents (34,335 pages) during October and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS2 system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 1 SCAP accomplishment document during October.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

At the request of EPA staff, staff spent 4 hours performing redactions on 69 pages of the most recent Motorola, Inc (52nd Street Plant), OU 02, OU 15 (SSID 09BE) cost package.

On October 27 an RMS III/Cost Recovery Specialist met with EPA staff to discuss cost package redactions for the Motorola, Inc (52nd Street Plant), OU 02, OU 15 site (SSID 09BE). As a result of the meeting corrections to redactions will be made.

The Cost Package Documentation Index was updated on October 23 and 30.

The monthly SCORPIOS scanning reports were submitted to the EPA Policy and Management Division Section Chief on October 31.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 3.7 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 33 requests for documents, performed 578 database searches in SDMS2, and provided 390 documents for EPA staff and other requesters.

Nineteen indexes were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Cost Recovery Department CBI Circulation/Disclosure Report was submitted to the EPA CBI Officer on October 31.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS2 database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 4 FOIA requests totaling 3.5 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 216 non-FOIA-related pages for EPA and other requesters. In addition, staff printed 2,737 pages from SDMS2.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 5 requests for documents on CD-ROMs. 37,144 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

No activity occurred in this reporting period.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Five work-performed compilations were created or updated during October for the following sites:

SAN GABRIEL VALLEY (AREAS 1-4), BALDWIN PARK UNIT, OU 00 (SSID M5)

CASMALIA RESOURCES, OU 01 (SSID 3H)

CASMALIA RESOURCES, CASMALIA PHASE II, OU 01 (SSID GY)

CASMALIA RESOURCES, CASMALIA HUNTER, OU 01 (SSID GW)

CASMALIA RESOURCES, CASMALIA STATE, OU 01 (SSID GX)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 5 collections

Electronic files attached to E-mails: 44 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on October 24.

The RMS IV/Circulation Department Supervisor held departmental meetings on October 19 and 24.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, a Librarian IV gave SDMS2 training to RPM Judy Huang on October 24. The Librarian IV also gave Ms. Huang a copy of the *SDMS2 Manual for EPA Users*.

At the request of the TOAM, on October 24 the PM gave new RPM Judy Huang a tour of the Records Center, explained the services provided, and trained her on the use of *Express Link*. The PM also provided her with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

At the request of the TOAM, the RMS IV/Assistant Manager issued the October 31 issue of *Reposit-Story*, the Records Center's quarterly online newsletter. The issue included articles on procedures for sending electronic files to the Records Center and instructions for transmitting SDMS documents in PDF via E-mail.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

An IS III assisted RPM Penny McDaniel with technical problems relating to SDMS2 on October 30.

At the request of the TOAM, an IS III installed SDMS2 for RPMs Judy Huang and Glen Kistner on October 20 and 26, respectively.

In preparation for the centralization of SDMS2, an IS III identified all Region 9 SDMS2 users, verified that they have accounts in the EPA SIM-Tree, notified the EPA migration team and the TOAM of user list discrepancies, and corrected the discrepancies on October 30.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

No activity occurred in this reporting period.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS2 Workgroup teleconference meeting in November.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

The RMS IV/Computer Support Supervisor position was vacant as of the beginning of the contract on October 19. The PM submitted to the TOAM a request that Steve Hunt, the IS III/Computer support specialist be promoted to that position. Promotion and training activities will begin in November. Recruitment to fill the IS III position also will begin in November.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 10 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 5 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
1,154	13.6	13.6

Inventories

Records Surveyed	Year to Date
24 LFT	24 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0	0	0	0 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
22	0	0	0	12	0	0	5	39

APPENDIX: COMPREHENSIVE LIST OF SITES WORKED ON FROM OCTOBER 19 THROUGH OCTOBER 31, WITH SITE SPILL IDENTIFICATION NUMBER (SSID) AND OPERABLE UNIT (OU)

SSID	OU	SITE NAME
9R	00	ABANDONED URANIUM MINES ON NAVAJO NATION
NV	00	ADVANCED PACKAGING & PRODUCTS SITE
16	03	AEROJET GENERAL CORP RANCHO CORDOVA
16	05	AEROJET GENERAL CORP RANCHO CORDOVA
16	06	AEROJET GENERAL CORP RANCHO CORDOVA
1F	01	BROWN AND BRYANT INC SHAFTER FACIL
L8	02	BURR-BROWN (TUCSON INTL AIRPORT AREA)
R6	00	CARSON RIVER MERCURY SITE
R6	01	CARSON RIVER MERCURY SITE
GY	01	CASMALIA PHASE 2
3H	01	CASMALIA RESOURCES
28	01	CELTOR CHEMICAL WORKS
AQ	00	CENTRAL EUREKA MINES
45	01	COAST WOOD PRESERVING
1N	01	COOPER DRUM
JT	00	CYPRUS TOHONO MINE
JT	01	CYPRUS TOHONO MINE
36	01	DEL AMO FACILITY
36	02	DEL AMO FACILITY
--	00	EUREKA OLD CARSON MILL FOUNDRY AREA (BROWNFIELDS)
H7	01	FRESNO SANITARY LDFL
4R	00	FRONTIER FERTILIZER
63	00	GILA RIVER INDIAN RESERVATION
X6	00	HALACO ENGINEERING CO
8M	01	HAMILTON AFB
LE	00	HILO BURRITO SITE
20	01	INDIAN BEND WASH NORTH
G6	01	INDIAN BEND WASH SOUTH
88	01	INTEL CORP (SANTA CLARA III)
17	01	IRON MOUNTAIN MINE
74	01	JH BAXTER & CO, WEED, CA
--	00	LUST INDIAN COUNTRY PROJECT
41	01	MCCLELLAN AIR FORCE BASE
1E	01	MCCORMICK & BAXTER CREOSOTING CO
BZ	00	MCFARLAND STUDY AREA
46	02	MGM BRAKES
46	01	MGM BRAKES
GT	00	MONITOR PLATING
26	01	MONTROSE CHEMICAL CORP
26	01	MONTROSE CHEMICAL CORP
BE	01	MOTOROLA INC (52ND STREET PLANT)
BE	02	MOTOROLA INC (52ND STREET PLANT)
BE	03	MOTOROLA INC (52ND STREET PLANT)
BE	15	MOTOROLA INC (52ND STREET PLANT)
BE	18	MOTOROLA INC (52ND STREET PLANT)
BE	19	MOTOROLA INC (52ND STREET PLANT)
--	00	MTBE RCRA SITE
--	00	NAVAJO NATION URANIUM MINES (2)
J5	01	NEWMARK GROUNDWATER CONTAMINATION
AY	00	NU-WAY PLATING
LG	00	OAK RIDGE HIGH ASBESTOS

SSID	OU	SITE NAME
BC	00	OMEGA CHEMICAL CORP
BC	01	OMEGA CHEMICAL CORP
1S	00	PEARL HARBOR NAVAL COMPLEX
1S	01	PEARL HARBOR NAVAL COMPLEX
ET	00	PACIFIC GAS AND LIGHT MARTIN SERV CTR
19	01	PHOENIX GOODYEAR AIRPORT AREA
R8	01	PHOENIX GOODYEAR AIRPORT UNIDYNAMICS
JW	00	RIALTO COLTON PLUME
--	00	RICHMOND REDEVELOPMENT AGENCY TERMINAL 1(BROWNFIELDS)
J7	00	RIVERBANK ARMY AMMUNITION DEPOT
P1	00	SAIPAN CAPACITORS
59	01	SAN FERNANDO VALLEY AREA WIDE
N2	01	SAN FERNANDO VALLEY GLENDALE (GEN) OU
N1	02	SAN FERNANDO VALLEY NORTH HOLLYWOOD OU
27	01	SAN GABRIEL VALLEY (AREAS 1-4)
44	00	SELMA TREATING CO
M5	01	SAN GABRIEL VALLEY BALDWIN PARK OU
M5	00	SAN GABRIEL VALLEY BALDWIN PARK OU
7B	08	SAN GABRIEL VALLEY EL MONTE OU
7B	09	SAN GABRIEL VALLEY EL MONTE OU
8V	04	SAN GABRIEL VALLEY PUENTE VALLEY OU
8V	05	SAN GABRIEL VALLEY PUENTE VALLEY OU
M3	04	SAN GABRIEL VALLEY SUBURBAN WATER SYSTEMS BARTOLO... OU
M3	04	SAN GABRIEL VALLEY SUBURBAN WATER SYSTEMS BARTOLO... OU
KJ	00	TITECH INTERNATIONAL
--	00	UNION CITY GYM PROJECT (BROWNFIELDS)
C1	01	WASTE DISPOSAL INC